



North Dakota Office of State Tax Commissioner
Cory Fong, Tax Commissioner

Motor Fuels

E-File Instruction Guide

August 2004



Introduction

Welcome to the North Dakota Motor Fuels Tax E-file service! E-file is a secure web based application for submitting your monthly electronic fuel tax reports. You will also be able to use the application to download an “acknowledgment” verifying receipt of your file in a recognized format (the acknowledgment will not indicate any reporting errors that may be detected in the file). E-file uses Secure Socket Layer (SSL) encryption to ensure your information is secure and protected. The purpose of this guideline is to instruct users how to register on-line and use the web application.

Eligible Users

Any company or individual that has completed the registration process and conducted a successful application test will be able to submit monthly fuel tax reports using E-file.

Registration Process

Registration for E-file is a quick three-step process: (Step 1) Each person (user) who accesses E-file must create a North Dakota Login ID and password. (Step 2) An E-file Registration Application for each company, with the applicable FEIN and state assigned suffix, must be completed and submitted to obtain an authorization code to allow users access to information regarding that company. (Step 3) The registration is completed by entering the FEIN with the state assigned suffix and an authorization code provided by the Tax Commissioner. If you submit reports for multiple companies you must complete Step 2 and Step 3 for each company.

After a registration application has been submitted in Step 2, the Tax Commissioner will mail an authorization code to the individual who completed the registration at the mailing address the Tax Commissioner has on file for that company. This prevents an unauthorized user from registering and gaining access to a company’s account. When the registration is completed in Step 3, only the user who registered the company in Step 2 may use the authorization code mailed by the Tax Commissioner’s Office. Any authorized user may obtain another authorization code on-line so that an additional user can complete a registration (Step 3) and obtain access to that company’s account.

In addition, any authorized user may terminate another authorized user’s access to a company account by selecting the View Authorized Users option on the main menu. This option allows for the removal of access to the system for outside professionals or employees that no longer should have access.

Step 1: Obtain North Dakota Login ID and Password

(Go to www.state.nd.us/taxdpt/fuels/electfiling/ and click *Access E-file*)

- A. Click Register Now.
- B. Complete **Registration** page.
- C. Click Create Login.
- D. You will receive a confirmation e-mail within a few seconds.
- E. You must respond to the e-mail by clicking on the link provided and entering your password.
- F. Your North Dakota Login ID is now ready to use. Go to Step 2.

State of North Dakota Login - Microsoft Internet Explorer

Discover ND Your Gateway to North Dakota

State of North Dakota Login System

Registration

Sign Up for your State of North Dakota Login ID. *Required

First Name:* Initial:

Last Name:* Suffix (Jr, Sr, III, etc.):

Address Line 1:*

Address Line 2:

Address Line 3:

City:*

State/Province:*

Zip/Postal Code:* (55555)

Country:* (United States of America)

Phone:* (111-222-3333) Ext.:

Organization:

If you are representing an organization when accessing State of North Dakota Online Services, please enter the name of the organization. If you are accessing State of North Dakota Online Services for your own personal use, please leave Organization blank.

Email Address:*

Confirm Address:*

Login ID:*

Password:*

Confirm Password:*

Selecting your ID and Password.
Your ID and password are required each time you Login.

Details

- Your Login ID must be at least 3 characters long.
- A suggested Login ID would be the first character of your first name followed by your last name.
- Your Login ID must be unique, if someone else has already signed up with your chosen Login ID you need to select a different Login ID.

Selecting your Password

- Your Password must be at least 6 characters long.
- It must contain at least 1 upper case character.
- It must contain at least 2 lower case character.
- It must contain at least 1 number.

Security Question 1:*

Security Answer 1:*

Security Question 2:*

Security Answer 2:*

Resetting your Password.
Security questions will be used to verify your identity and allow you to change your password.
Example:
Question 1: Favorite Color
Answer 1: Blue

If you need assistance with your **State of North Dakota Login**, [please contact support](#).

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.

[Privacy Policy](#)

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W3C CSS W3C XHTML 1.0 W3C WAI-AA WCAG 1.0

Step 2: Complete E-file Registration Application – Login to Main Menu

(If you have submitted an application and received an authorization code go to Step 3 and complete your registration. If you have not submitted an application, click on the *Fuels E-File Registration Application*, complete and submit the form.)

The screenshot shows a web browser window displaying the "Discover ND" portal. The header includes the "GO! Discover ND" logo and the tagline "Your Gateway to North Dakota". Below this, the "North Dakota Office of Tax Commissioner" logo and "Motor Fuels File Transfer System" text are visible. A navigation bar contains a "Main Menu" link and a user status area showing "User: Sam Smith" and a "Logout" link. The main content area is titled "Request Access to the Office of Tax Commissioner File Transfer On-Line System". It contains a paragraph explaining the need for an authorization code, followed by a bulleted list of instructions for existing and new users. A "Note" section provides additional guidance. Below the text are input fields for "Federal ID# (with Suffix)" and "Authorization Code", followed by a "Continue" button. A footer section includes a security notice about SSL encryption, links to "Privacy Policy" and "Contact Information", copyright information for 2003, and three W3C validation logos for WAI-AA, XHTML, and CSS. The browser's status bar at the bottom indicates a "Local intranet" connection.

Request Access to the Office of Tax Commissioner File Transfer On-Line System

In order to use this online service, you must request access on behalf of a company. This access is controlled through the use of an Office of Tax Commissioner authorization code.

- If you already received an authorization code for your company, please enter your Federal ID# and Authorization Code to complete your registration and select "Continue".
- If you do not have an authorization code for the company and the company is not already registered for this on-line service, please complete, sign, and submit a registration application to the Tax Commissioner. The application, which you can fill in and print, is available at [Fuels E-File Registration Application](#). If you have questions please contact the Tax Commissioner's Office at (701) 328-3139.

Note: If the company is already registered to this on-line service, you must obtain the authorization code from a registered individual of that company.

Federal ID# (with Suffix):

Authorization Code:

If you do not wish to request an authorization code, you can [logout](#) now.

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.

[Privacy Policy](#) | [Contact Information](#)

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Local intranet

Step 2: Complete and Submit E-file Registration Application (Continued)


Registration Application for Electronic Filing
 Office of State Tax Commissioner/Motor Fuel Tax Section
 SFN 22984
Taxpayer Information

Taxpayer Name	FEIN	Fax Number	
Street or Other Mailing Address	City	State	Zip Code
Business Contact Name and Telephone Number ()	Business Contact E-mail Address		
Technical Contact Name and Telephone Number ()	Technical Contact E-mail Address		

Electronic Filing

Electronic Filing Fuel Tax Reports and Schedules (Check all that apply):				
<input type="checkbox"/> Aviation Fuel	<input type="checkbox"/> Liquefied Petroleum Gas	<input type="checkbox"/> Motor Vehicle Fuel	<input type="checkbox"/> Special Fuel	<input type="checkbox"/> Terminal Operator

Agreement to Electronically File

This agreement is entered into by the Tax Commissioner and the above named taxpayer for purposes of authorizing the taxpayer to electronically file the fuel tax reports and schedules; as required under North Dakota Century Code chs. 57-43.1, 57-43.2, and 57-43.3.

Taxpayer agrees as follows:

1. The signature of the taxpayer affixed to this agreement shall be deemed to appear on such electronically filed reports and schedules, as if actually so appearing. All reports and schedules filed electronically pursuant to this agreement are deemed by the taxpayer to be truthful, accurate and complete statements made under penalty of perjury.
2. If any person, whose signature appears as the authorized agent of the taxpayer, leaves the employment of the taxpayer or becomes no longer authorized to sign schedules or returns for the taxpayer, the Tax Commissioner must be immediately notified of this fact. No taxpayer liable for tax, penalty, or interest shall be relieved of liability with respect to any return or schedule required to be filed prior to the Tax Commissioner's notification. Taxpayer must execute a new agreement to include the signature of another authorized agent.
3. Taxpayer's electronically filed reports and schedules shall be in a form compatible with the Tax Commissioner's equipment, software, and facilities.
4. Taxpayer's electronically filed reports and schedules shall be submitted in accordance with the Tax Commissioner's rules and electronic filing standards.
5. Taxpayer shall be responsible for the costs to file its reports and schedules electronically to the Tax Commissioner.
6. Any electronic filing not in conformity with the requirements specified herein shall be deemed a failure to file such reports and schedules and taxpayer shall be subject to all applicable penalties prescribed by law.
7. The place of performance of this agreement shall be Bismarck, North Dakota, and the agreement shall be governed by North Dakota law.

**Sign
Here** ➡

Authorized Signature

Date

Title

Telephone Number

Please return this form to: Motor Fuel Tax Section, North Dakota Office of State Tax Commissioner, 600 E. Boulevard Ave., Dept. 127, Bismarck, ND 58505-0599. If you have any questions, please call (701)328-3139.

Step 3: Complete E-file Registration Process – Login to Main Menu

(Enter the FEIN with suffix and the assigned authorization code to complete the registration; this will be a one time process. Click on *Continue* to access the E-file main menu.)

The screenshot shows a web browser window displaying the registration page for the North Dakota Office of Tax Commissioner's Motor Fuels File Transfer System. The page has a header with the "GO! Discover ND" logo and the text "Your Gateway to North Dakota". Below the header, the page title is "North Dakota Office of Tax Commissioner Motor Fuels File Transfer System". A navigation bar contains a "Main Menu" link and a user status area showing "User: Sam Smith" and a "Logout" link. The main content area is titled "Request Access to the Office of Tax Commissioner File Transfer On-Line System". It contains a paragraph explaining that access is controlled through an authorization code, followed by a bulleted list of instructions for existing and new users. A "Note" section states that existing users must obtain an authorization code from a registered individual. Below this, there are two input fields: "Federal ID# (with Suffix):" and "Authorization Code:". A "Continue" button is positioned below the fields. A link for "logout" is provided for users who do not wish to request an authorization code. At the bottom, there is a security statement about SSL encryption, links for "Privacy Policy" and "Contact Information", a copyright notice for 2003, and three W3C validation logos for WAI-AA, XHTML, and CSS.

GO! Discover ND Your Gateway to North Dakota

North Dakota Office of Tax Commissioner
Motor Fuels File Transfer System

Main Menu User: Sam Smith Logout

Request Access to the Office of Tax Commissioner File Transfer On-Line System

In order to use this online service, you must request access on behalf of a company. This access is controlled through the use of an Office of Tax Commissioner authorization code.

- If you already received an authorization code for your company, please enter your Federal ID# and Authorization Code to complete your registration and select "Continue".
- If you do not have an authorization code for the company and the company is not already registered for this on-line service, please complete, sign, and submit a registration application to the Tax Commissioner. The application, which you can fill in and print, is available at [Fuels E-File Registration Application](#). If you have questions please contact the Tax Commissioner's Office at (701) 328-3139.

Note: If the company is already registered to this on-line service, you must obtain the authorization code from a registered individual of that company.

Federal ID# (with Suffix):

Authorization Code:

If you do not wish to request an authorization code, you can [logout](#) now.

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.

[Privacy Policy](#) | [Contact Information](#)

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W3C WAI-AA WCAG 1.0 W3C XHTML 1.0 W3C CSS



Local intranet


E-file Main Menu

(Direct access to this main menu will be accomplished in the future by entering your State Login ID and password.)

From the Main Menu you will be able to perform the following options:

- Upload electronic fuel tax reports
- Download acknowledgments
- Select other companies for which you have received a filing authorization
- Maintain access for other company personnel
- Conduct a review of online activity

 **Your Gateway to North Dakota** 

 North Dakota Tax Department
Motor Fuels File Transfer System

Main Menu User: [Logout](#)


Main Menu Federal ID#:

Current Details Selected

Process	Company Access
Upload Tax Return to ND Tax Dept for Processing	Search/Select Company
Download Acknowledgement (0 new files waiting)	Maintain Access for this Company




Other
[Search User Authorizations](#)
[Search User Logins](#)

Please provide feedback regarding this site by completing a short [survey](#).

 We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.

[Privacy Policy](#) | [Contact Information](#)

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Submit (Upload) Electronic Fuel Tax Report File

(Click on *Upload Tax Return to ND Tax Dept for Processing* on the Main Menu and enter the location of the file or click *Browse* to locate the electronic file you are submitting.)

The screenshot shows a web browser window displaying the "Discover ND" portal. The header includes the "GO! Discover ND" logo and the text "Your Gateway to North Dakota". Below this, the "North Dakota Office of Tax Commissioner" logo and "Motor Fuels File Transfer System" are visible. A navigation bar contains a "Main Menu" link and a user status "User: Fuels User" with a "Logout" link. The main content area is titled "Upload Tax Return to ND Tax Dept for Processing". It prompts the user to "Please specify the location of the file:" and provides a text input field followed by a "Browse..." button. Below the input field are two buttons: "Main Menu" and "Upload". A security notice states: "We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected." At the bottom, there are links for "Privacy Policy" and "Contact Information", a copyright notice "Copyright 2003 Work Order System All rights reserved.", and three W3C validation icons for WAI-AA WCAG 1.0, XHTML 1.0, and CSS. The browser's status bar at the bottom shows "Internet".

Download Acknowledgement:

(Click on *Download Acknowledgement* on the Main Menu to access current or previous acknowledgements.)

The screenshot shows a web browser window with the following elements:

- Header:** "GO! Discover ND" logo, "Your Gateway to North Dakota" text, and a red arrow icon.
- Navigation Bar:** "Main Menu" link on the left and "User: Motor Fuels User Logout" on the right.
- Section Header:** "Download Acknowledgement Files".
- Form Fields:** "Federal ID#:" and "Company Name:" with input lines.
- Message:** "There are no current acknowledgement files for this company."
- Link:** "Access Previously Downloaded Acknowledgement Files".
- Button:** "Main Menu".
- Footer:** A security notice: "We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected." and an "Internet" icon.

Need Assistance

Phone: (701) 328-3139

Fax: (701) 328-1283

E-mail: fueltax@state.nd.us

Office of State Tax Commissioner

Motor Fuels Tax

600 E. Boulevard Ave.

Bismarck, ND 58505-0599